

**DRINKING WATER PROGRAM**  
**SFY 2007**  
**WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES**  
**Guidance and Reporting Checklist-**  
December 2006

This Guidance and Reporting Checklist attempts to capture all of the tasks which make up a state's drinking water program. This includes all Primacy elements and other statutory requirements under the Safe Drinking Water Act, and those activities which could be funded with the DWSRF set-aside funds, Operator Certification Expense Reimbursement Grants (ERG) or the state Water Protection Coordination (Security) grants.

This Guidance captures activities for one year as the WVDHHR does not wish to develop a two-year workplan and PWSS application reflecting a two-year budget at this time.

This Guidance links the various aspects of the drinking water program to EPA's Strategic Plan goals, objectives and subobjectives. Example Outputs and Outcomes have been included, but states are encourage to identify as many Outputs and Outcomes under the various program components as possible.

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**All reporting is considered to be via the semi-annual self-assessments, unless noted otherwise.**

#### **New Focus Activities for SFY 2007**

These are the activities which need special emphasis during the year due to their importance or due to a regulatory deadline. These are listed here to capture your attention. These activities should not reduce the focus placed on responding to acute health contaminants at all public water systems.

- Continuation of Emergency Preparedness/Increased Security Activities with both state staff and public water suppliers, including responding to threats and emergencies.
- New Rule Development and adoption or submission of extension requests. Implementation of new federal rules to the extent possible under state regulations and as per Extension or Early Implementation Agreements
- State Specific Activities
- Continuation of Operator Certification Programs and Expense Reimbursement for training
- Continue to improve Quality Systems and documentation of these systems, including revisions to QMPs and/or QAPPs as necessary due to the adoption of new regulations.
- Continue to improve data quality in SDWIS

**The reporting on these activities should be done in the corresponding section of the Checklists.**

**Description of Joint Evaluation Process**

The joint evaluation process will include semi-annual progress reports by the state, including the elements of 40 CFR §§ 35.115 and 31.40-41. EPA will assist the state in the development of a reporting checklist tool, completing the status of any known items for the state. The state will further complete the reporting checklist tool and submit to EPA on a semi-annual basis. EPA will review and provide feedback on these progress reports as quickly as possible. EPA will meet with the state, typically planned for mid-year timeframe, to discuss progress under the grant, any obstacles or short comings and make recommendations to the state for corrective action. EPA will provide all findings in writing to the state and may require the submission of a corrective plan by the state. In the event that resources do not allow EPA to meet with the state, e-mail and telephone discussions will take place to complete this evaluation.

Consistent with the need to be accountable for grant funds, state should identify outputs and outcomes from grant and grant related activities.

## DRINKING WATER PROGRAM GUIDANCE AND REPORTING CHECKLIST

**Goal 2:** Safe and Clear Water--Ensure drinking water is safe. Restore and maintain oceans, watersheds and their aquatic ecosystems to protect human health, support economic and recreational activities, and provide healthy habitat for fish, plants and wildlife.

**Objective 1:** Protect human health by reducing exposure to contaminants in drinking water (including protecting source water), in fish and shellfish, and in recreational waters.

**Subobjective 1:** Water safe to drink.

**Workplan Component/Program:** PWSS

**Workyears:** 2007

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**2. Activities Required to Maintain Public Water System Supervision (PWSS) Program Primacy. See elements of 40 CFR §§142.10, 142.12, 142.14, 142.15, and 142.16.**

**Outcomes:** Implementation of an effective drinking water program as described in the workplan, increasing the knowledge and awareness of water suppliers of drinking water regulations; improved public health protection; increased public awareness of drinking water quality; achievement of compliance with drinking water regulations; measureable progress toward achievement of all outputs.

### **2.1 Data Management**

**Outputs:** Ensuring accurate and complete data related to inventory, compliance and enforcement activities are provided to EPA in a timely manner, each quarter

**Task 2.1.1**

Participate in and follow-up to EPA **Data Verification Audit findings**. State will address major findings of the report and **report to EPA on its activities/plans to prevent future occurrences**.

**Outputs/Progress To Date** [Relationship between discrepancies from most recent DV Report (February 2006) with current Action Plan (March 2006) to address those discrepancies.]

**Future Plans** [Next review is scheduled for 2008.]

**Outcomes/Benefits (Lessons learned, if any)** [Discuss any proactive measures to avoid reoccurrence of discrepancies.]

**Task 2.1.2** (Activity also notes statutory/regulatory citations)

Maintain a data base management system that accurately tracks the inventory (including routine updates of system information), tracks water quality monitoring information, and calculates monitoring and reporting (M/R) and maximum contaminant level (MCL) violations for all rule implementation priorities. §142.14(c)

**Outputs/Progress To Date**

## **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**

#### **Task 2.1.3** (Activity also notes statutory/regulatory citations)

Report quarterly (within 45 days of the end of each quarter) all violations and inventory updates for all systems, and for all rule implementation priorities, to the Safe Drinking Water Information System (SDWIS)/Federal system (FED) Also report any problems in reporting to SDWIS/FED on time. §142.15(a) & (b)

### **Outputs/Progress To Date**

## **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**

**Task 2.1.4** (Activity also notes statutory/regulatory citations)

SDWIS/FED reporting includes the following activities. Particular emphasis should be placed on continuing efforts to improve data quality and reporting in the areas of Nitrate monitoring and reporting (M/R) and MCL violations; Lead and Copper Rule M/R violations; Total Coliform Rule violations and reporting of all enforcement actions.

a. Report all inventory updates with at least all of the mandatory reporting elements that determine grant eligibility. Refer to *Appendix A of the Consolidated Summary of State Reporting Requirements for the Safe Drinking Water Information System (SDWIS)* documentation, for the details on this reporting.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.1.4** (Activity also notes statutory/regulatory citations)

b. Report all M/R, MCL, Public Notification (PN), and treatment technique violations for all rules including M/R violations for unregulated contaminant monitoring. This activity includes tracking monitoring results, and recording violations for all community water systems (CWS), non-transient non-community water systems (NTNCWS), and transient non-community water systems (TNCWS).

## **Outputs/Progress To Date**

## **Future Plans**

## **Outcomes/Benefits (Lessons learned, if any)**

### **Task 2.1.4** (Activity also notes statutory/regulatory citations)

- c. Report all formal enforcement actions and successfully link them to all appropriate violations.
- d. Report all variances and exemptions.
- e. Report all milestone information required under the regulations.
- f. Report all required SWTR data (e.g., treatment codes for all surface water, purchased surface water, GUDI and purchased GUDI sources, seller's public water system identification (PWSID) number for purchased surface water and purchased GUDI sources, filtration reason codes, etc.).

## **Outputs/Progress To Date**



## **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**

**Task 2.1.4** (Activity also notes statutory/regulatory citations)

g. Report compliance achieved, identify and correct erroneous data, and submit deactivation data to SDWIS/FED for all applicable systems, especially Significant Non-compliers (SNCs).

### **Outputs/Progress To Date**

## **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**

**Task 2.1.5** (Activity also notes statutory/regulatory citations)

Plan for and make system programming changes to meet any changes to the reporting requirements that will be effective in FY 2006, FY 2007 or FY 2008 (Appendix A of Document EPA-812-B-95-001 summarizes all of the current reporting requirements.) Specifically, plan for SDWIS Modernization, new regulation reporting requirements in sufficient time to meet reporting deadlines of these new rules. Also see Implementation Guidances for each new rule for details on data management/data reporting requirements. §142.15

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.1.6** (Activity also notes statutory/regulatory citations)

Verify and ensure the accuracy of SDWIS/FED data when SDWIS printouts are made available to the State.

**Outputs/Progress To Date**

## **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**

**Task 2.1.7** (Activity also notes statutory/regulatory citations)

**LCR unaddressed violations** - Update data on PWSs that received a violation for monitoring or missed milestones and do not have a follow-up action reported for compliance achieved (i.e., SOX) that is linked to the violation. §142.16(c)(4)

### **Outputs/Progress To Date**

## **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**

**Task 2.1.8** (Activity also notes statutory/regulatory citations)

Report **Public Notice (PN)** violations on a routine basis where appropriate. §142.15(a)(1)

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.1.9** (Activity also notes statutory/regulatory citations)

For **new rules**, (CCR, PN, M/DBP, LCRMR, Rads, Arsenic, FBRR, IESWTR, and LT1) enter data into SDWIS. States not using SDWIS-State must develop the capability of reporting to SDWIS as per Extension/Implementation Agreements. For new rules which are in effect, but the state does not have Primacy, report information for EPA, Region III to make compliance determinations (see specific reporting needs in applicable Extension or Letter Agreements).

**Outputs/Progress To Date**

## **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**

**Task 2.1.10** (Activity also notes statutory/regulatory citations)

**Lead and Copper Rule Minor Revisions (LCRMR)** - SDWIS-FED will no longer accept data which does not meet the new LCRMR reporting requirements. States not using SDWIS-State must report data in accordance with new requirements. States using SDWIS-State will-report in accordance with revised modules.

### **Outputs/Progress To Date**

## **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**

**2.2 Compliance and Enforcement including Implementation of all PWSS Program Activities required by 40 C.F.R. §§142.15 & 142.16. Activities are listed by general first and then by National Primary Drinking Water Regulation (NPDWR).**

**Outputs:** Undertaking enforcement program with informal and formal actions; making compliance determinations consistent with federal regulations; developing and delivering training programs for staff and public water suppliers.

**Task 2.2.1** (Activity also notes statutory/regulatory citations)

Complete **Annual Compliance Report** by July 1<sup>st</sup>, for previous calendar year. Provide report to EPA Washington DC with copy to Region. SDWA Section 1414(c)

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.2.2** (Activity also notes statutory/regulatory citations)

**Promote compliance with the regulations.** Notifying all systems of regulatory requirements and responding to questions (this includes CWSs, NTNCWSs and TNCWSs), taking enforcement action against recalcitrant or noncompliant systems, providing technical assistance, and issuing waivers, variances and exemptions, where appropriate.

**Outputs/Progress To Date**

- \_\_\_\_\_ (#) of technical assistance activities
- \_\_\_\_\_ (#) of enforcement actions taken
- \_\_\_\_\_ (#) actions taken to promote compliance (describe)

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.2.3** (Activity also notes statutory/regulatory citations)

**Maintain records of pertinent State decisions** (e.g., filtration decisions, waiver determinations, public notification provisions). Report to system files all responses to M/R and MCL violations in accordance with escalation procedures as negotiated in the State Compliance Strategy. Report to system files all documentation of informal enforcement activities. §142.14

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.2.4** (Activity also notes statutory/regulatory citations)

**Provide responses on SNC systems**, on a quarterly basis using the standard format supplied with quarterly lists, to the SDWA Branch. Work with EPA SNC Coordinator to determine why problems are occurring and take steps to correct.

**Outputs/Progress To Date**



## Future Plans

### Outcomes/Benefits (Lessons learned, if any)

#### **2.2.5 Government Performance and Results Act (GPRA) State Reporting Measures and Key PWSS Program Performance Indicators.**

**GPRA Measures:** Reporting is met by reporting the required quarterly SDWIS compliance data or through other reporting already done under other initiatives such as the Source Water Matrix or Wellhead Protection Program reports. For information not already reported to EPA, **reporting frequency is semi-annual.** **The following are the GPRA State Core Performance Measures and Associated Reporting Requirements:** A - EPA Region III PWSS Key Performance measures - FY'04 will serve as the baseline for the FY'07-'08 time frame. See Table in PWSS Guidance, Attachment B. Compliance with many of these measures is tracked in SDWIS. Further reporting is required for measures relating to source water protection and sanitary surveys.

#### **Task 2.2.6** (Activity also notes statutory/regulatory citations)

**SWTR:** Implement the entire rule.

**Complete GUDI determinations** for all CWS and all NCWS as per negotiated 1998 Corrective Action Plan since regulatory GUDI determination deadlines have past: CWS - June 29, 1994; NCWS - June 29, 1999. Negotiated deadlines for completing GUDI determinations: TNCs – 9/30/00; CWSs and NTNCWSs – 3/31/01

**Report** in semi-annual self assessment the number of GUDI assessments completed and expected timeframe for completion of remainder. Source type changes should be recorded in SDWIS. Deadlines to install filtration must be met.

**Give status** of %s for active/seasonal systems and unresponsive/orphan systems.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.2.7** (Activity also notes statutory/regulatory citations)

**TCR:** Implement the entire rule for all system types. Implementation includes: enforcing routine and repeat monitoring, making compliance determinations, conducting sanitary surveys, and reviewing sample site plans. Enforce additional routine monitoring the month following a positive sample and PN requirements.

Report the number of sample site plans reviewed, and discuss any major TCR implementation issues or problems.

**Outputs/Progress To Date**

## Future Plans

### Outcomes/Benefits (Lessons learned, if any)

**Task 2.2.8** (Activity also notes statutory/regulatory citations)

**Phase II and V Rule for nitrates and nitrites:** Implement the entire rule for all system types. **Implementation includes:** enforcing initial and follow up monitoring, making compliance determinations, and following up on violations.

### Outputs/Progress To Date

## Future Plans

### Outcomes/Benefits (Lessons learned, if any)

**Task 2.2.9** (Activity also notes statutory/regulatory citations)

**Phase II and V Rule for Chronic Contaminants:** Implementation includes making compliance determinations for monitoring that has been conducted, enforcing follow-up monitoring where results are greater than the MCL, and follow-up on MCL violations. States are also encouraged to make development and implementation of waiver programs a priority implementation activity. Enforce follow-up monitoring requirements where results are less than the trigger level. Enforce initial monitoring, and enforce follow-up monitoring where results are between the trigger level and the MCL.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.2.10** (Activity also notes statutory/regulatory citations)

**Lead and Copper Rule (LCR)** including the **Minor Revisions** for all PWSs: Implement the entire rule for all systems. **Continue efforts to improve PWS's timely monitoring of lead and copper.** Enforce routine water quality parameter monitoring and additional lead and copper monitoring. Enforce public education for all systems. Report action level exceedances and milestone information to SDWIS.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.2.11** (Activity also notes statutory/regulatory citations)

**Stage I DBP:** Continue implementation of the Stage 1 DBP. Ensure that systems update their monitoring plan if they change any of their sampling locations or dates.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.2.12** (Activity also notes statutory/regulatory citations)

**Interim Enhanced Surface Water Treatment Rule (IESWTR):** Continue implementation of IESWTR. Provide a list of systems that have had a sanitary survey completed during the previous year and an annual evaluation of your state's program for conducting sanitary surveys (§142.15(c)(5)).

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.2.13** (Activity also notes statutory/regulatory citations)

**Rads:** Implement the radionuclides rule. Work with PWS's, as needed, to ensure they are aware of their regulatory requirements. Work with the appropriate state agency to identify systems designated as "contaminated" or "vulnerable to contamination" by nuclear effluents and monitor accordingly.

**Outputs/Progress To Date**

## **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**

**Task 2.2.14** (Activity also notes statutory/regulatory citations)

**Arsenic:** Implement the Arsenic rule. Work with PWS's, as needed, to ensure they are aware of their regulatory requirements and can meet lower MCL effective January 22, 2006. Initiate compliance agreements with systems out of compliance.

### **Outputs/Progress To Date**

## **Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [Report positive change in population protected by new MCL achievement.]

**Task 2.2.15** (Activity also notes statutory/regulatory citations)

**FBRR:** Review plant recycling information during sanitary surveys.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.2.16** (Activity also notes statutory/regulatory citations)

**LT1:** Continue to implement the LT1 activities as agreed upon in the EPA/State Extension Agreement until Primacy Revision Request is approved. (§142.12).

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**



**Task 2.2.17** (Activity also notes statutory/regulatory citations)

**All Other Currently Regulated Chemicals:** Take enforcement actions for all arsenic MCL and M/R violations. Enforce total trihalomethane monitoring and MCL violations. Enforce current radionuclide standards. Enforce monitoring for other contaminants. Enforce against systems with other MCL violations.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.2.18** (Activity also notes statutory/regulatory citations)

**PN Rule:** Include public notification requirements in compliance assistance and enforcement actions that are taken on MCL, treatment technique, and M/R violations following all aspects of Revised PN Rule effective May 2002.

**Outputs/Progress To Date**

## **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**

#### **Task 2.2.19** (Activity also notes statutory/regulatory citations)

Revise the **State Compliance Strategy** to reflect changes in the State and Federal regulations, including revised Penalty Authorities, any new or revised State MCLs, any new SNC definitions, State procedural or organizational changes, and State/U.S. EPA Enforcement Agreements. The revisions should also include updated timely and appropriate flow charts for TCR, total trihalomethane, Radionuclides, Phase 2 and 5, SWTR, Lead Ban, and LCR violations, the CCR rule, IESWTR and DDBP rule, LCRMR, Arsenic, FBRR, LT1, and other new rules when available. The charts should trace the State's response from identification of a violation through the State's most formal enforcement tools to final compliance. §142.11

#### **Outputs/Progress To Date** [Revised compliance strategy.]

## **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**

**Task 2.2.20** (Activity also notes statutory/regulatory citations)

**Screen data** submitted by public water systems for evidence of data falsification, and take **follow-up enforcement action** as appropriate.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.2.21** (Activity also notes statutory/regulatory citations)

**Certify** that the responsible State agency (if not the drinking water program) continues to **enforce the Lead Ban**, through inspections and State enforcement actions. §142

**Outputs/Progress To Date**

## **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**

**Task 2.2.22** (Activity also notes statutory/regulatory citations)

**Maintain records** of tests, measurements, analyses, decisions, and determinations performed on each PWS to determine compliance with application drinking water regulations; sanitary surveys, enforcement actions, vulnerability determinations, Public Notice, etc.; make records available to the Regional Administrator upon request. §142.14

### **Outputs/Progress To Date**

## **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**

**Task 2.2.23** (Activity also notes statutory/regulatory citations)

**Consumer Confidence Report:** Report on implementation of the CCR Rule (§142.15, §142.16(f)). States must report violations and enforcement actions directly to SDWIS by 11/15<sup>th</sup>.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**2.2.24 Consider this a place holder for the Office of Enforcement and Compliance (OECA) reporting measures.** [As far as we know, there are no additional reporting requirements for the States. OECA primarily looks at SNCs, SNCs which have returned to compliance, and those SNCs which are Exceptions. OECA Priorities include implementation and enforcement of microbial rules and Federal enforcement of new rules]

**2.3 Regulation Development and Authority**

Adopt all rules on schedule as required by §142.12 and any Special Primacy requirements found at §142.16. States are strongly encouraged to adopt rules within the two years deadline to avoid a crunch in future years. Complete all primacy application packages as specified in any applicable memorandum of agreement or extension agreement. Report on any major implementation issues or problems. Apply for extension of time to adopt new regulations within two years of promulgation. Region III prefers **at least a 3 month lead time** to complete Extension Agreements by this deadline. Also see EPA Region III's Binders, mailed to each State as the

Implementation Guidances become final (these contain the primacy revisions to specific rules and new primacy requirements to be added as per SDWA 1996).

**NOTE: All rule effective dates, primacy revision package/extension request dues dates are included in Appendix A of the PWSS Guidance Document.**

**Task 2.3.1** (Activity also notes statutory/regulatory citations)

**Analytical Methods Rule Changes:** Revise the State rules so that these are as stringent as the analytical methods changes published on December 5, 1994, March 5, 1997, December 1, 1999, May 15, 2001, October 23, 29, 2002, in the Federal Register. §142.12

### **Outputs/Progress To Date**

### **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**

**Task 2.3.2** (Activity also notes statutory/regulatory citations)

**Maintain required statutory and regulatory authorities** (those upon which primacy approval was based). Report on the status of any State reorganizations, and their effects on statutory or regulatory authorities, and on implementation.

Report on any changes to statutory, regulatory or laboratory certification status of the State Primacy Agency. §142.12

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.3.3** (Activity also notes statutory/regulatory citations)

Prepare for and adopt **Ground Water Rule (GWR)**: Submit Primacy Revision Application or Extension Request to EPA by mid-2008 based on estimate of mid-2006 final rule promulgation. §142.12 and §142.16

**Outputs/Progress To Date**

## **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**

**Task 2.3.4** (Activity also notes statutory/regulatory citations)

Prepare for **Radon Rule**. Identify systems which may have elevated levels and work with systems to reduce risk of exposure.  
§142.12

### **Outputs/Progress To Date**

## **Future Plans**

### **Outcomes/Benefits (Lessons learned, if any)**



**Task 2.3.5** (Activity also notes statutory/regulatory citations)

**Prepare for other new regulations** to be promulgated in 2006, 2007, and 2008 with State rule adoption due 2 years later; Specifically for LT2/Stage 2 DBP Rules, conduct early implementation activities as noted in checklists for these Rules. §142.12 and §142.16

**Outputs/Progress To Date** [Describe implementation activities]

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

## **2.4 Surveillance and Technical Assistance**

**Outputs:** Conduct # or % sanitary surveys and other inspections/visits of water systems; permitting of drinking water facilities to assure that the design and construction of facilities will be capable of compliance with drinking water standards.

**Task 2.4.1** (Activity also notes statutory/regulatory citations)

**Maintain an adequate sanitary survey program.** Document deficiencies found in the surveys and follow-up to correct these deficiencies within the State's authority. Please provide the number of CWSs, NTNCWSs, and NCWSs which are scheduled for sanitary surveys in FYs 2006 and 2007 in the State's workplan and provide an update on the number of surveys completed. Please report on any key survey deficiencies or issues at SNC systems. §142.16

Report in semi-annual self assessment the number of sanitary surveys and the number of GUDI assessments completed and expected timeframe for completion of remainder. Give status of %s for active/seasonal systems and unresponsive/orphan systems.

Source type changes should be recorded in SDWIS. Deadlines to install filtration must be met.

**Outputs/Progress To Date**

**# of sanitary surveys conducted at:**

Ground Water CWS = \_\_\_\_\_

Surface or GUDI CWS = \_\_\_\_\_

NTNCWS = \_\_\_\_\_

TNCWS = \_\_\_\_\_

**Future Plans (Projections)**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.4.2** (Activity also notes statutory/regulatory citations)

**Maintain adequate plan and specification review program** to assure that design and construction of new and modified drinking water system facilities will be capable of complying with the drinking water regulations.

Please provide an update on the number of reviews completed, or key problem areas in semi-annual self-assessment. §142.10

**Outputs/Progress To Date**

\_\_\_\_\_ (#) plan reviews

\_\_\_\_\_ (#) permits issued

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.4.3** (Activity also notes statutory/regulatory citations)

**Maintain the capability to respond to emergency circumstances and to ensure provision of potable drinking water under emergency circumstances. Update Plans as necessary. Please report on any ongoing emergency issues in self-assessment.**  
§142.10

**Outputs/Progress To Date** [Describe efforts, e.g., revisions to state plan]

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.4.4** (Activity also notes statutory/regulatory citations)

**Maintain documentation for and implement a Quality Management System** which includes an adequate laboratory certification program. Update the State Quality Management Plan for the PWSS Program. The State **PWSS Quality Management Plan (QMP)** documents the Standard Operating Procedures (SOP) and QA/QC requirements for the laboratory and the PWSS quality assurance systems. The QMP will include management and organization regarding QA, descriptions of technical tools of QA for all program functions including: laboratory certification and SOPs; PWS compliance, inventory and monitoring data; personnel qualifications and training, and other information. This plan is mandatory for all PWSS grant recipients and must be updated annually or as needed.

Submit additional requested documentation for conditional approved plans to make QMPs approvable.

40 C.F.R. §30.54 and 31.45 and EPA Guidance–EPA QA/R-2

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.4.5** (Activity also notes statutory/regulatory citations)

Develop, implement and update documentation for **Quality Assurance Project Plans (QAPP)** for collection, transport and analysis of samples intended for developing information or data to be used for implementation of the PWSS Program. QAPPs are to follow EPA guidance on plan development. QAPPs are not necessary if State PWSS Program staff do not collect any samples in the implementation of the PWSS program. These plans must be updated as needed. 40 CFR §§30.54 and 31.45, EPA Guidance EPA QA/R-5. Review QAPPs of contractors.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.4.6** (Activity also notes statutory/regulatory citations)

**Establish and maintain a state program for the certification of laboratories** conducting analytical measurements of drinking water; assure availability to the state of laboratory facilities certified and capable of performing analytical measurements of all contaminants.

State Lab should complete PT sample studies and repeating of any analysis that were unacceptable in make-up studies.

§142.10(b)(3) & (4) To the extent possible, place listing of labs on website.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.4.7** (Activity also notes statutory/regulatory citations)

**Unregulated Contaminant Monitoring Rule (UCMR)** - Carry out responsibilities under the mutually agreed upon Partnership Agreement (PA). Specifically those activities occurring in SFY 2007.

- Provide sampling and reporting assistance to those water systems performing monitoring of List 1 and List 2 contaminants;
- Ensure that each system's treatment plant location(s) as latitude and longitude is reported to SDWIS; (this is in addition to the street address);
- Assist EPA in obtaining water system compliance through follow-up contact with those systems non-complying. EPA will provide a list of such systems;
- Review monitoring data reported to SDWARS/UCMR;
- Work with Community water systems to include UCMR data in CCRs.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**2.4.8 Training**



**Task 2.4.8.1** (Activity also notes statutory/regulatory citations)

Leverage both PWSS and DWSRF grant set-aside funding to **increase the amount of training** made available to operators of public water systems. Training on regulations, treatment technologies (particularly small system treatment technologies), security and public education should be stressed. **Quantitative Outputs:** Report on the type and numbers of training courses given.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [# individuals training in (subject) leading to improved compliance rates and increased number of trainers]

**Task 2.4.8.2** (Activity also notes statutory/regulatory citations)

**Train State and local PWSS program staff** on new and current regulations and water treatment technologies with a focus on small system treatment technology. EPA Region III will assist wherever possible.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**2.5 Program Management**

**Task 2.5.1** (Activity also notes statutory/regulatory citations)

Prepare DRAFT SFY 2008 and SFY 2009 grant application workplans which addresses all applicable required grant elements, and submit all required grant forms and supporting documentation. 40 C.F.R. Part 31 & 35

**Outputs/Progress To-Date** [Submission of grant applications]

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.5.2** (Activity also notes statutory/regulatory citations)

**Prepare and submit** a final FY 2007 and FY 2008 grant application which addresses all Region III comments on the preliminary draft plan, including all budget documentation and supporting information. 40 C.F.R. Part 31 & 35 Consider two-year applications.

**Outputs/Progress To Date** [Submission of grant applications]

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.5.3** (Activity also notes statutory/regulatory citations)

**Prepare and submit** a semi-annual self assessment which reports State progress in meeting State program plan commitments to the Region. Entails reporting on all activities as identified in the work plan including those performed by the recipient, by contractors and through interagency agreements. **Self assessment shall include:** a progress summary, justification for any outputs not submitted in accordance with the agreed upon schedule, and a discussion of anticipated program problems in the upcoming quarter(s). The first status report should contain a listing of each milestone (output) and their schedule completion dates for all proposals.

It is expected that this document will also serve as a reporting tool. 40 C.F.R. §31.40 and §142.15

**Outputs/Progress To Date** [Submission of 2 semi-annual progress reports in SFY2007]

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.5.4** (Activity also notes statutory/regulatory citations)

All **changes to the approved work plan** must be discussed with the EPA State Program Manager prior to making the change in order to determine if this is a *significant program change* requiring an amendment or other written documentation for the grant award. 40 CFR Part 31 & 35

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.5.5** (Activity also notes statutory/regulatory citations)

Provide a **Final Financial Status Report (FSR)** documenting SFY 2007 expenditures within 90 days of end of budget period. If State elects to apply for a two year budget and project period, SFY 2007 FSR will be an interim submittal. 40 C.F.R. Part 31

**Outputs/Progress To Date** [Submission of FSR for SFY 2007]

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 2.5.6** (Activity also notes statutory/regulatory citations)

**Maintain records as per §142.14**

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**End of info for PWSS Workplan, although option items #4 and #5 could be listed as well for state to choose from and for tracking purposes.**

### 3 Activities Required to Receive Drinking Water State Revolving Loan Fund (DWSRF) Program Allocation

**Note:** Section 3 is included in this Generic Program Guidance for additional background information and to help describe the full breadth of the SDWA programs. If any state activity to meet requirements outlined here in Section 3 are funded under the DWSRF set-aside funds, they should NOT appear in the PWSS Program grant workplan. See additional National and Regional Guidance for more details on DWSRF applications/workplans.

**The activities under Sections 3.0 General Provisions, 3.1 Capacity Development, and 3.2 Operator Certification are required to receive the entire DWSRF Program Allocation.** The activities under Section 3.3 Source Water Protection, are not required to receive DWSRF funds. However, if the State wishes to adopt alternative monitoring requirements, the State must have an approved source water protection program, and the State can use DWSRF funds to conduct source water assessments.

**Goal 2:** Safe and Clear Water--Ensure drinking water is safe. Restore and maintain oceans, watersheds and their aquatic ecosystems to protect human health, support economic and recreational activities, and provide healthy habitat for fish, plants and wildlife.

**Objective 1:** Protect human health by reducing exposure to contaminants in drinking water (including protecting source water), in fish and shellfish, and in recreational waters.

**Subobjective 1:** Water safe to drink.

#### 3.0 General Provisions

State is required to prepare a plan that identifies the intended uses of the amounts available to the DWSRF Program annually, including Set-aside funds. SDWA 1452(b)(1)

This portion of the Checklist should be used to capture the 2%, 10% and 15% Set-aside funded activities only. The 4% Administrative set-aside and the loan portion of the program are handled by the MFAB at EPA Region 3 and as such, as not covered here unless specifically identified. **A few reminders:** State must (1) prepare a plan that identifies the intended uses of the amounts available to the DWSRF Program, annually, SDWA 1452(b)(1); (2) Develop and publish a list of prioritized projects in the State that are eligible for funding. The State should develop an overall priority list, as well as a list of projects to be funded in the coming year, SDWA 1452(b)(3)(B) and page 9-11 of the February 28, 1997 final DWSRF Guidance; (3) Review all Significant Non-compliers and list of chronic non-compliers before providing a loan, SDWA 1452(a)(3)(C); (4) Prepare and submit a report to U.S. EPA every 2 years on the State's activities in administering the DWSRF Program, including the findings of the most recent annual audits of the fund conducted by the State. SDWA 1452(g)(4), and page 45 of the February 28, 1997 final DWSRF Guidelines; and (5) provide semi-annual progress reports on Set-aside funded activities.

**Outputs** are as noted below with each set-aside. **NOTE:** State is required to give "detailed" narrative of work being performed and on

the “progress” being made under each funded set-aside. Listing activities in one or two sentences does not give a complete picture. State’s narrative should tell a story, connecting the information from previous reports to current. EPA also suggests including numbers where ever it is feasible ( e.g. # of courses held) and discuss results or effectiveness of activities being performed. Report on expenditures for Set-aside funded activities will be submitted annually in the DWSRF progress report submitted to the Office of Infrastructure and Assistance.

**Outcomes** are improved operational and/or financial efficiency; improved compliance with NPDWR for systems receiving technical assistance or improved operator performance; attainment of Primacy for new rules (for states using program funds for this purpose); improved data quality (for states using program funds for this purpose); reduced treatment expenses for water systems due to source water protection efforts; improved customer and stakeholder satisfaction; improved efficiency through consolidation or regionalization.

**Task 3.0.1: Technical Assistance 2% Set-aside** [Relationship to On-going Program: Improve understanding of the contribution of set-aside funded activities in supporting other aspects of the State drinking water and ground water programs]

**Goal 1:** Administer the technical assistance program to provide training, enhance public education regarding water issues, and promote long-term viability of small water systems.

**2007 Workplan Quantitative Outputs:** 50+ days of training for CEH; 5 certification sessions for CIs 1D or higher.

**Outputs/Progress To-Date** [Refer to 2% Set-aside **Objectives under Goal 1** in DWSRF workplan]

### **Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes] Evaluate the success of work funded by the DWSRF set-asides.



**Task 3.0.2: Program Management 10% Set-aside** [Relationship to On-going Program: Improve understanding of the contribution of set-aside funded activities in supporting other aspects of the State drinking water and ground water programs]

**Goal 1:** Support PWSS Program; **Goal 2:** Effective use of SDWIS; **Goal 3:** Improve water system operators' knowledge, skills, and abilities maximizing public health protection, compliance, and system operation efficiency; **Goal 4:** Enhance zone of critical concern (ZCC) and watershed area upstream of a selected water system surface water intake; **Goal 5:** Initiate and implement a performance based training (PBT) program within the EPA's Region III AWOP guidelines.

**2007 Workplan Quantitative Outputs:** 100+ sanitary surveys; 5-10/yr back flow tester courses; 30-50/yr cross connection and back flow prevention plans distributed

**Outputs/Progress To Date** [Refer to 10% Set-aside **Objectives under Goals 1-5** in DWSRF workplan]

**Output:** \_\_\_\_\_ Backflow prevention assembly tester courses held.

**Output:** \_\_\_\_\_ systems assessed based on priority.

**Output:** \_\_\_\_\_ courses reviewed; \_\_\_\_\_ courses approved.

### **Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes] Evaluate the success of work funded by the DWSRF set-asides.

**Task 3.0.3: Local Assistance & Other Activities 15% Set-aside** [Relationship to On-going Program: Improve understanding of the contribution of set-aside funded activities in supporting other aspects of the State drinking water and ground water programs]

**Goal 1:** Improve drinking water system viability through continued capacity development program strategy implementation; **Goal 2:** Protect source water from future contamination through Source Water Assessment and Protection (SWAP) and Wellhead Protection (WHP) Programs.

**2007 Workplan Quantitative Output:** 24 or more on-site CDAs.

**Outputs/Progress To Date** [Refer to 15% Set-aside **Objectives under Goals 1-2** in DWSRF workplan]

\_\_\_\_\_ (#) WHP grants awarded; \_\_\_\_\_ (#) projects reviewed

### **Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes] Evaluate the success of work funded by the DWSRF set-asides.

### 3.1 Capacity Development

**Background Notes:** The State had until September 30, 1999 to obtain legal authority or other means to ensure that all new CWSs and new NTNCWSs that commence operation after October 1, 1999, demonstrate technical, managerial, and financial (TMF) capacity with respect to the NPDWRs. Twenty percent of a State's allotment would have been withheld beginning October 1, 1999 for FY'00 funds. In the fiscal years following a state's initial documentation of a fully functional program, a state must document that it is requiring a demonstration of technical, managerial, and financial capacity by every new CWS and every new NTNCWS to avoid withholding of 20% of its DWSRF allotment. 1452(a)(1)(G)(i) and 1420 (a), and page 15 of the February 28, 1997 DWSRF Guidelines.

The State had until August 6, 2000 to develop and begin implementing a strategy to assist existing PWSs in acquiring and maintaining technical, managerial, and financial capacity, otherwise 10% of the FY '01 DWSRF funds allocated to the State would have been withheld. In the fiscal years following a state's initial documentation of a fully functional program, a state must document that it is implementing its strategy to avoid withholding of 20% of its FY'03 DWSRF allotment and in each subsequent year. 1452(a)(1)(G)(i) and 1420 (c), and page 16 of the February 28, 1997 DWSRF Guidelines.

#### **3.1.1 Capacity Development Authority (New Systems)** SDWA Section 1420

The state's program will be evaluated annually as of October 1<sup>st</sup>. The withholding occurs at the time of the DWSRF award for those FY funds.

##### **Task 3.1.1.1**

Annual Review and Reporting on New Systems Demonstration of TMF: A state must document that it is requiring a demonstration of technical, managerial, and financial capacity by every new CWS and every new NTNCWS.

Documentation could consist of summary statistics regarding the number of new CWSs and NTNCWSs and the results of their required capacity demonstrations. Documentation should also address methods used to evaluate and verify program implementation.

**Each semi-annual progress report should include:** (1) The # and list of approved new CWSs and NTNCWSs; (2) Compliance status of new CWSs and NTNCWSs that commenced operation after 10/1/99.

See Appendix D "U.S. EPA Region III Reporting Criteria for Annual State Capacity Development Program Implementation Report." The Attachment describes the reporting criteria for the Report.

**Outputs/Progress To Date** [1 Annual Capacity Development Program Implementation Report (due by 11/30<sup>th</sup> each year)]

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes]

**3.1.2 Capacity Development Strategy (Existing Systems)**

1452(a)(1)(G)(i) and 1420 (c), and page 16 of the February 28, 1997 DWSRF Guidelines. **Background Notes:** A state must document that it is implementing its strategy to avoid withholding of 20% of its DWSRF allotment in subsequent years.

**Task 3.1.2.1**

**Annual Review and Reporting** for Existing Systems implementation: **Each year, as a stand-alone submittal; as part of the semi-annual self assessment; or as part of the state's capitalization grant application,** the state must provide documentation showing the ongoing implementation of their capacity development strategy. **Such documentation may consist of** a concise narrative description of the major activities being conducted and planned for under the state's capacity development strategy.

**Outputs/Progress To Date** [1 Annual Capacity Development Program Implementation Report (due by 11/30<sup>th</sup> each year)]

## **Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes]

### **3.1.3 Other Annual Reviews and On-going Reporting Requirements:**

#### **Task 3.1.3.1**

**Submit, and periodically update**, a list of CWSs and NTNCWSs that have a history of significant noncompliance (SNC) and, to the extent practicable, the reasons for their noncompliance. (This activity repeats every three years – **Next List Due August 6, 2009**) SDWA 1420(b)

## **Outputs/Progress To Date**

## **Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes]

**Task 3.1.3.2**

The State must **submit a report to the Governor** on the efficacy of the strategy and progress made toward improving the technical, managerial, and financial capacity of PWSs in the State. The report shall also be made available to the public. (This activity repeats every three years – **Next Report Due September 30, 2008**)

**Outputs/Progress To Date****Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes]

**3.2 Operator Certification Programs**

**Task 3.2.1 [Relationship to On-going Program:** Improve understanding of the contribution of operator certification program activities in supporting other aspects of the State drinking water and ground water programs]

To avoid a 20% SRF withhold, States must continue to implement Programs that meet the baseline requirements of the Guidelines and provide Annual Program Reports as per EPA Guidance memo dated 10/15/2001. **Reports due June 30<sup>th</sup> each year.**

### **Outputs/Progress To Date**

### **Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes] Evaluate success of work.

## **3.3 Source Water Assessment and Protection Activities**

**Background Notes:** Source water assessments are required of primacy States, if the State chooses to adopt alternative monitoring requirements under 1428(b). DWSRF funds can be set aside to administer or provide technical assistance through source water protection programs.

### **Task 3.3.0**

Implement State Source Water Assessment Program (SWAP) Plan, and **report progress and relevant activities underway**. Include copies of contract agreements, MOUs, etc. with other agencies and contractors as per DWSRF Grant Condition. Discuss any significant barriers to implementation with EPA as soon as possible.

#### **The Strategic Measures are:**

- a)** # and % of population and community water systems (or source water areas) that will achieve minimized risk to public health by substantial implementation, as determined by the state, of source water protection actions in a source water strategy.
- b)** # and % of community water systems (or source water areas) that have a protection strategy in place.
- c)** # and % of community water systems (or source water areas) that have implemented some aspect of a protection strategy.

Report this information using the Source Water Assessment and Protection Reporting matrix (Attachment E).

SDWA 1453(a)(3) & GPRA

### **Outputs/Progress To Date**

# of assessments conducted

at CWS = \_\_\_\_

at NTNCWS = \_\_\_\_

at TNCWS = \_\_\_\_

### **Future Plans**



**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes]

**Task 3.3.1**

Coordinate with Clean Water Act programs to promote development of TMDLs or WQS that protect drinking water sources.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes]

**4. Recommended Activities** (These are activities that do not affect PWSS Primacy or the receipt of Drinking Water State Revolving Funds Set-aside funds. However many of these activities could be funded under either program.

**Goal 2:** Safe and Clear Water--Ensure drinking water is safe. Restore and maintain oceans, watersheds and their aquatic ecosystems to protect human health, support economic and recreational activities, and provide healthy habitat for fish, plants and wildlife.

**Objective 1:** Protect human health by reducing exposure to contaminants in drinking water (including protecting source water), in fish and shellfish, and in recreational waters.

## **Subobjective 1: Water safe to drink**

### **Task 4.1**

Enter informal enforcement actions to SDWIS to present more complete picture of violation follow-up.

### **Outputs/Progress To Date**

### **Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes]

### **Task 4.2**

Enter or correct latitude/longitude information to SDWIS for any remaining systems. Enter or correct the information on surface water systems first. Priorities for entering data for the remaining systems are groundwater CWSs next, then groundwater NTNCWSs, followed by TNCWSs. Coordinate, as appropriate, with the EPA data management staff to ensure that all needed data storage capabilities for source water protection efforts are accounted for in the modernized EPA STOrage and RETrieval system (STORET), EPA's data management program for ambient water quality. Also coordinate with State Clean Water Act and EPA staff to strengthen State georeferencing capabilities to better track monitoring information for mapping and GIS applications. GIS tools, including the Reach File 3 system that assigns unique location identifiers to the waters of the U.S., will be valuable in source water assessments.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes]

**Task 4.3**

**Develop and maintain a Cross Connection Control Program. §142**

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes]

#### **Task 4.4**

**Interact with other State programs, local governments, and other stakeholder groups** that affect or are affected by the drinking water program (e.g., wellhead protection programs, watershed protection programs and the Potomac River Basin Drinking Water Source Protection Partnership).

#### **Outputs/Progress To Date**

#### **Future Plans**

#### **Outcomes/Benefits (Lessons learned, if any)**

##### **Task 4.4.0**

**Plan for source water protection and source water assessment programs simultaneously.** For example, use current information on the hydrology and hydrogeology of different regions of the State to determine the degree of detail appropriate for the source water assessments. These assessments are necessary to support the source water protection programs being considered. Protection programs will likely be necessary in order to provide local flexibility on monitoring relief, ground water disinfection, regulation of Class V underground injection control wells, and filtration.

## Outputs/Progress To Date

## Future Plans

## Outcomes/Benefits (Lessons learned, if any)

### **Task 4.4.1**

**Participate in State implementation** of the 305(b) guidelines for drinking water to elevate awareness of drinking water as a designated use within the 305(b) program, increase the percentage of waters assessed for drinking water use support, and enhance the accuracy and value of the assessments. Facilitate a working relationship between the State drinking water and clean water staff to provide the most accurate and representative assessment of source waters, based on available data which the State believes best reflects the quality of the resource. Adopt the Watershed approach. Work with State water quality standard staff to ensure that use designations under the Clean Water Act reflect the location of surface source water areas for drinking water intakes, and wellhead protection areas which may be influenced by surface water (i.e., induced infiltration of surface water into drinking water wells). Be sure upstream dischargers are aware of downstream drinking water intakes. Also, work cooperatively with State ambient monitoring staff, including the 305(b) staff, to ensure that duplication of monitoring efforts in source water assessment projects are not occurring, that existing data are recognized and used, and that any new data that are collected are appropriate. EPA Region III will assist in the use of STORET data as needed.

**Outputs/Progress To-Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 4.5**

**Coordinate with national, State, and local agencies** to encourage identification and reporting of waterborne disease outbreaks associated with drinking water.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 4.6**

**Encourage systems to optimize their treatment plant performance beyond current requirements.** (Participation in Partnership for Safe Water and/or Area Wide Optimization Program)

**Outputs/Progress To Date****Future Plans****Outcomes/Benefits (Lessons learned, if any)****Task 4.7**

**Perform public education responsibilities**, such as responding to press inquiries, educating the general public, and conducting outreach.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**

**Task 4.8**

**Obtain internet access to improve communications with other agencies, and outreach to the public.** Develop computer communications with field offices.

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)**



**Task 4.9**

**Track the following compliance assistance activities:** small system assistance programs, workshops, onsite assistance, guidance on State regulations and other outreach materials, hot lines or other responses to inquiries from individuals, trade shows, and conferences.

**Note:** The Office of Enforcement and Compliance Assistance at Headquarters is interested in State compliance assistance efforts. Please provide whatever information is easily available, or that does not require extensive time and resources to collect. (This type of information should also be included in the State's Annual Compliance Report, due each July 1 for the previous calendar year.)

**Outputs/Progress To Date****Future Plans****Outcomes/Benefits (Lessons learned, if any)**

#### **Task 4.10**

**Water Conservation Guidelines:** On August 6, 1998, EPA published a document entitled "*Water Conservation Plan Guidelines*." These voluntary guidelines will encourage conservation by water systems, particularly small systems, thereby extending the life of water treatment infrastructure and reducing costs.

The guidelines do not contain any federal requirements; however, after August 6, 1999 states and Indian Tribes may require water systems to submit a water conservation plan consistent with EPA's guidelines as a condition of receiving a loan from a State Drinking Water Loan Fund.

#### **Outputs/Progress To Date**

#### **Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [Provide numerical results, i.e., as result of "Progress" . . . ]

#### **Task 4.11**

**Drought Contingency and Water Supply Assistance:** Continue to monitor water systems affected by drought conditions to ensure an adequate supply of water. Assist water suppliers with obtaining alternate sources, handling any contamination associated with the drought, development of contingency plans and assisting with outreach efforts on water conservation.

## **Outputs/Progress To Date**

## **Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [Provide numerical results, i.e., as result of “Progress” . . . ]

### **5. Additional State Activities which are funded with PWSS Grant or DWSRF Set-aside fund monies:**

Include here narrative on any additional projects funded under the PWSS Grant or with DWSRF Set-aside funds (e.g., lab certification issues and violations reported in annual compliance report). You may also use this area to give narrative on staffing and GUDI, track equipment purchases, etc. or do so on a separate page as in previous reporting periods.

### **Task 5.1 (Narrative on Staffing Vacancies)**

**Report** on status of staff level and document source of funding for each FTE (e.g., PWSS, SRF, etc.)

## **Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes]

**Task 5.2 (Narrative on activities to complete GUDI determinations)**

**Report** on issues/concerns, challenges to completing GUDI determinations

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes]

**6. Water Protection (Security) Coordination Grants Separate Guidance is issued regarding these grants. This section of the checklist can be used to list the activities funded so that the Checklist can be used for reporting purposes.**

**Goal 2:** Safe and Clear Water--Ensure drinking water is safe. Restore and maintain oceans, watersheds and their aquatic ecosystems to protect human health, support economic and recreational activities, and provide healthy habitat for fish, plants and wildlife.

**Objective 1:** Protect human health by reducing exposure to contaminants in drinking water (including protecting source water), in fish and shellfish, and in recreational waters.

**Subobjective 1:** Water safe to drink

**Outcomes:** Improved protection of critical infrastructure; increase state preparedness, response, and recovery capabilities; increased state coordination, communication and information sharing capabilities; changes in management and operation of water systems based on training; increased awareness of water utilities, general public, local police and emergency responders, and others of the areas of concern from public water system perspective. **NOTE:** State is required to give “detailed” narrative of work being performed and on the “progress” being made under each funded set-aside. Listing activities in one or two sentences does not give a complete picture. State’s narrative should tell a story, connecting the information from previous reports to current. EPA also suggests including numbers where ever it is feasible ( e.g. # of courses held) and discuss results or effectiveness of activities being performed.

### **Task 6.1**

#### **S&T Emergency Preparedness**

#### **Outputs/Progress To Date**

#### **Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes]

**Task 6.2**

**STAG Emergency Communication**

**Outputs/Progress To Date**

**Future Plans**

**Outcomes/Benefits (Lessons learned, if any)** [EPA Order 5700.7 to specifically identify outputs and outcomes]

### **Task 6.3**

**Status of Grant Expenditures** [Breakout dollar amounts per activity or budget categories, e.g. DWSRF]

**Former Expense:** [Explain reason(s) for slow drawdown of funding]

**Current Year Expense:**

**Future/Projected Expense:**

## **7. Operator Certification Expense Reimbursement Grants (ERG)**

**Separate Guidance has been issued for these grants. Use this space on the Checklist to capture the funded activities and use this tool for reporting purposes. NOTE:** Environmental Results provisions do not apply to these grants. These grants were awarded prior to EPA Order.

**Goal 2:** Safe and Clear Water--Ensure drinking water is safe. Restore and maintain oceans, watersheds and their aquatic ecosystems to protect human health, support economic and recreational activities, and provide healthy habitat for fish, plants and wildlife.

**Objective 1:** Protect human health by reducing exposure to contaminants in drinking water (including protecting source water), in fish and shellfish, and in recreational waters.

**Subobjective 1:** Water safe to drink

**NOTE:** State is required to give “detailed” narrative of work being performed and on the “progress” being made under each funded set-aside. Listing activities in one or two sentences does not give a complete picture. State’s narrative should tell a story, connecting the information from previous reports to current. EPA also suggests including numbers where ever it is feasible ( e.g. # of courses held) and discuss results or effectiveness of activities being performed.

### **Task 7.1 e-Training**

**Trainings held for small system operators to receive CEH hours**

### **Progress To-Date**

**Future Plans** [Discuss plans to revise workshop to include other activities]

**Benefits (Lessons learned, if any)**



**Task 7.2**

**In-house Internet Training and Web CT review**

**Progress To-Date**

**Future Plans**

**Benefits (Lessons learned, if any)**

**Task 7.3**

**Backflow Prevention Assembly Test(s)**

**Progress To Date**

**Future Plans**

**Benefits (Lessons learned, if any)**

**Task 7.4**

**Status of grant expenditures** [Breakout dollar amounts per activity or budget categories, e.g., DWSRF]

**Former Expense:** [Explain reason(s) for slow drawdown of funding]

**Current Year Expense:**

**Future/Projected Expense:**